

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

SUBJECT

A request by Boise State University for new positions and changes in positions.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II. B.3.

DISCUSSION

Boise State University is requesting approval for:

- Four (4) new positions (4.0 FTE) supported by appropriated funds and local funds.
- A position title change with increase to term of appointment from 9 months to 12 months
- An increase to term of appointment from 10 months to 12 months for two (2) positions.
- A decrease to salary for one (1) position.
- An increase in FTE from .75 to 1.0 for one (1) position.
- An increase in FTE from .5 to 1.0 for one (1) position.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF COMMENTS

The request has been reviewed and is consistent with Board policy.

BOARD ACTION

A motion to approve the request by Boise State University for four (4) new positions supported by appropriated and local funds and title, term, salary, and FTE changes to five (5) positions as detailed in the Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

**NEW POSITIONS
ACADEMIC / OTHER**

Position Title	Assistant Registrar
Type of Position	Professional Staff
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$40,000
Funding Source	Local Funds
Area/Department of Assignment	Registrar's Office
Duties and Responsibilities	Supervisory and leadership responsibilities of the functional areas of transcript processing, registration, scheduling of classrooms, and veterans services.
Justification for the Position	Restructuring within the Office of the Registrar to improve customer service. Local funding from transcript account.

Position Title	Grants Accounting/Business Manager
Type of Position	Professional Staff
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$45,000
Funding Source	Appropriated Funds
Area/Department of Assignment	College of Arts and Sciences
Duties and Responsibilities	Responsible for financial and grants accounting and provide assistance for researchers to develop and implement grants.
Justification for the Position	The increase in grant funding combined with the increase in reporting requirements from the federal government have necessitated the creation of this position.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

Position Title	Customer Service Rep I
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$19,074
Funding Source	Appropriated Funds
Area/Department of Assignment	Health, Wellness and Counseling Services
Duties and Responsibilities	Provides receptionist and clerical duties for the division of Health, Wellness, and Counseling.
Justification for the Position	With the influx of new students, this unit has been reorganized to provide better customer service
Position Title	Medical Assistant, Registered
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$21,445
Funding Source	Local
Area/Department of Assignment	Health, Wellness and Counseling Services
Duties and Responsibilities	Provide medical assistance and care for the student body.
Justification for the Position	The demand of health care by the increase in student body has necessitated the creation of this position.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

**CHANGES IN POSITIONS (FTE CHANGES)
OTHER**

Position Title	From Director of Operations to Business / Marketing Director
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	from 9 month to 12 month
Effective Date	December 8, 2003
Salary Change	- \$6,792
Funding Source	Local
Area/Department of Assignment	Morrison Center
Duties and Responsibilities	Business and marketing director for the Morrison Center.
Justification for the Position	The Morrison Center must maintain the competitive edge with updated marketing. Change in duties allows for salary savings as well as the increase in months of service.
Position Title	Administrative Assistant I
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	from 10 month to 12 month
Effective Date	December 8, 2003
Salary Change	\$3,578
Funding Source	Appropriated Funds
Area/Department of Assignment	Health, Wellness, and Counseling Services
Duties and Responsibilities	Provides clerical responsibilities for the Counseling Center.
Justification for the Position	With the increase in student enrollment, this position is needed to be expanded to full time to cover the administrative duties during the summer months.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

Position Title	Management Assistant
Type of Position	Classified Staff
FTE	from 10 to 12 month
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Change	\$5,517
Funding Source	Appropriated Funds
Area/Department of Assignment	Health, Wellness and Counseling Services
Duties and Responsibilities	Provide upper-level administrative support for the Counseling Center and testing services.
Justification for the Position	With the increase in student enrollment, this position is needed to be expanded to full time to cover the administrative duties during the summer months.
Position Title	Internship Coordinator
Type of Position	Professional Staff
FTE	from .75 to 1.0 FTE
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Change	\$9,277
Funding Source	Appropriated
Area/Department of Assignment	Career Center
Duties and Responsibilities	Provide responsibilities for internship opportunities for students.
Justification for the Position	This change will result in a substantial gain in our ability to market internships both on and off campus.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

Position Title	Academic Advisor
Type of Position	Professional Staff
FTE	from .5 to 1.0 FTE
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Change	\$15,310
Funding Source	Appropriated Funds
Area/Department of Assignment	Academic Support
Duties and Responsibilities	Provide academic counseling for non-declared students and support for students on academic probation.
Justification for the Position	With the increase in student enrollment, this position needs to be expanded to meet demand.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY**

SUBJECT

A request by Idaho State University for new positions and changes in positions.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II. B.3.

DISCUSSION

Idaho State University is requesting approval for forty-nine (49) new positions (47.07 FTE) supported by state funds, local funds and grant funds; and approval for an increase to term of appointment from 10 months to 12 months for one (1) position.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF COMMENTS

The request has been reviewed and is consistent with Board policy. Thirty-six (36) of the new positions are part of the already-approved Center for Disabilities Evaluation, which is funded by an ongoing grant from the Idaho Department of Health and Welfare. The positions will be involved in assessment of adults with developmental disabilities and will be assigned to office locations throughout the state.

BOARD ACTION

A motion to approve the request by Idaho State University for forty-nine(49) new positions, and changes to one (1) other position as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY**

**NEW POSITIONS
ACADEMIC / INSTRUCTIONAL**

Position Title	Internal Medicine Faculty & Director of Residency Inpatient Service (PCN 8188)
Type of Position	Faculty/Non-Classified
FTE	.90
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$141,017.76
Funding Source	Local Funds
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Organize internal medicine component of the Family Practice Residency program, including supervision of residents, liaison with the emergency room and the internal medicine community of Pocatello and medicine didactics.
Justification for the Position	This position is institutionally budgeted, however, it has been vacant for more than one year. ISU requests authorization to reactivate the position on the State Employee Information System (EIS).

Position Title	Associate Professor
Type of Position	Faculty
FTE	.50
Term of Appointment	9 month
Effective Date	December 8, 2003
Salary Range	\$21,569.60
Funding Source	State Funds
Area/Department of Assignment	Anthropology
Duties and Responsibilities	Teach graduate and undergraduate courses in Anthropology, conduct research, participate in University, professional and public service.
Justification for the Position	To provide additional instructional and research support.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Assistant Professor
Type of Position	Faculty
FTE	.67
Term of Appointment	9 month
Effective Date	December 8, 2003
Salary Range	\$26,130.00
Funding Source	State Funds
Area/Department of Assignment	English and Philosophy
Duties and Responsibilities	Teach graduate and undergraduate courses in English, conduct research, participate in University, professional and public service.
Justification for the Position	To provide additional instructional and research support.
Position Title	Research Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$62,400.00
Funding Source	Grant Funds
Area/Department of Assignment	Idaho Accelerator Center
Duties and Responsibilities	Function as senior investigator for planning and conducting experiments to determine the effects of radiation on various selected biological samples.
Justification for the Position	To provide additional research support for the Department of Defense grant.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

**NEW POSITIONS
OTHER**

Position Title	Clinical Supervisor (4 positions)
Type of Position	Non-Classified
FTE	4.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$50,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Health Professions/Center for Disabilities Evaluation
Duties and Responsibilities	Oversee assessments of adults with developmental disabilities applying for Medicaid services in the Department of Health & Welfare region.
Justification for the Position	To provide support for the partnership with the Idaho Center for Disabilities Evaluation/ Department of Health and Welfare in Pocatello, Idaho Falls, Boise and Lewiston/Moscow areas.
Position Title	Independent Assessor Provider (24 positions)
Type of Position	Non-Classified
FTE	24.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$42,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Health Professions/Center for Disabilities Evaluation
Duties and Responsibilities	Conduct clinical assessments of adults with developmental disabilities applying for Medicaid services; initial and annual eligibility determination; aid in establishment of service plan.
Justification for the Position	To provide support for the partnership with the Idaho Center for Disabilities Evaluation/ Department of Health and Welfare in Pocatello, Idaho Falls, Twin Falls, Boise, and Lewiston/Moscow areas.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Project Coordinator
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$31,750.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health & Anthropology
Duties and Responsibilities	Coordinate day-to-day activities of the Hispanic Health Project.
Justification for the Position	To provide support required by the Office for the Advancement of Telehealth (OAT) grant to manage the Telehealth Idaho project.

Position Title	Accelerator Engineer
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$55,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Idaho Accelerator Center
Duties and Responsibilities	Responsible for the operation of various accelerators, design and supervision of building support equipment for accelerators and experiments.
Justification for the Position	To provide required support for the installation, operation, maintenance, and support of research programs for the Department of Defense grant.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Senior Instrumentation Physicist
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$52,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Idaho Accelerator Center
Duties and Responsibilities	Responsible for the operation and design of nuclear instrumentation and computer interfacing to nuclear experimental systems.
Justification for the Position	To provide required support for the Department of Defense grant.

Position Title	Pulsed-Power Engineer
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$50,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Idaho Accelerator Center
Duties and Responsibilities	Supervise engineering activities connected with the new ISIS accelerator; coordinate students and support staff in electron beam operations, vacuum systems, electronics, control systems, etc.
Justification for the Position	To provide required support for the installation, operation, maintenance, and support of research programs for the Department of Defense grant.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Accountant
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$34,257.60
Funding Source	Local Funds
Area/Department of Assignment	Grants & Contracts Accounting
Duties and Responsibilities	Monitor time and effort reporting and initiate necessary adjustments; monitor/review grants and contracts to ensure compliance with federal requirements; provide monthly accounting reports to principle investigators; prepare invoices to granting agencies.
Justification for the Position	To provide additional support required for the implementation of new federal documentation procedures, and to facilitate reassignment of duties to allow for the development and implementation of new training programs to prepare faculty and staff to more effectively manage their grants and contracts.

Position Title	IT Support Technician (PCN 1079)
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$23,982.00
Funding Source	Local Funds
Area/Department of Assignment	Computing and Communications
Duties and Responsibilities	Provide ongoing support to clients regarding the efficient operation and use of computerized client information systems and resources.
Justification for the Position	To provide support necessary to strengthen security, anti-virus critical update support. This position is institutionally budgeted, however, it has been vacant for more than one year. ISU requests authorization to reactivate the position on the State Employee Information System (EIS).

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Lab Materials Supervisor
Type of Position	Classified
FTE	.50
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$11,991.20
Funding Source	Local Funds
Area/Department of Assignment	Biological Sciences
Duties and Responsibilities	Manage Biological Sciences greenhouse facilities and oversee plant production and maintenance for teaching labs and research purposes.
Justification for the Position	This position will provide support for the introductory level courses as well as all upper division botany courses.

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$21,444.80
Funding Source	Grant Funds
Area/Department of Assignment	Health Professions/Center for Disabilities Evaluation
Duties and Responsibilities	Assist the director in management of centers throughout the state; act as liaison with area supervisors.
Justification for the Position	To provide clerical support for the director of the partnership with the Idaho Center for Disabilities/Evaluation, Department of Health and Welfare.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Office Specialist 2 (7 positions)
Type of Position	Classified
FTE	7.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$19,073.60
Funding Source	Grant Funds
Area/Department of Assignment	Health Professions/Center for Disabilities Evaluation
Duties and Responsibilities	Provide clerical support, including word processing, act as receptionist, answer telephones, and interact with developmentally disabled adults.
Justification for the Position	To provide clerical support for the partnership with the Idaho Center for Disabilities Evaluation, Department of Health and Welfare.
Position Title	Office Specialist 2
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$19,073.60
Funding Source	Local Funds
Area/Department of Assignment	Continuing Education & Conferences
Duties and Responsibilities	Act as receptionist and perform routine clerical duties; register students; and assist the Dean.
Justification for the Position	To provide clerical support for the coordination of all Continuing Education activities.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Office Specialist 1 (PCN 4049)
Type of Position	Classified
FTE	.50
Term of Appointment	12 month
Effective Date	December 8, 2003
Salary Range	\$7,706.00
Funding Source	State Funds
Area/Department of Assignment	Library
Duties and Responsibilities	Inventory existing archives material; add transferred material to archives; answer general reference questions; document patron services; locate materials for patrons.
Justification for the Position	This position is institutionally budgeted, however, it has been vacant for more than one year. ISU requests authorization to reactivate the position on the State Employee Information System (EIS).

**CHANGE IN POSITION
OTHER**

Position Title	Office Specialist 1 (PCN 3054)
Type of Position	Classified
FTE	.50
Term of Appointment	change from 10 month to 12 month
Effective Date	January 1, 2004
Salary Range	\$7,706.40
Funding Source	State Funds
Area/Department of Assignment	Counseling
Justification for the Position	To provide additional support due to increased duties.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
DECEMBER 4-5, 2003**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE**

SUBJECT

A request by Lewis-Clark State College for two new positions (2.0 FTE).

BACKGROUND

Items submitted for review and approval according to Board Policy Section II. B.3.

DISCUSSION

Lewis-Clark State College is requesting approval for two (2) new positions (2.0 FTE) supported by grant and local funds.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF COMMENTS

The request has been reviewed and is consistent with Board policy.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for two (2) new positions (2.0 FTE) as detailed in the Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE
NEW POSITIONS
OTHER**

Position Title	Teacher Assistant, Special Ed
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	12/01/03
Salary Range	\$19,074
Funding Source	Grant funding
Area/Department of Assignment	Learning Services
Duties and Responsibilities	Will provide support both in and out of the classroom setting to the Special Education Teacher and the inmates/students.
Justification for the Position	To assist Department of Corrections Special Education teacher at North Idaho Correctional Institution.

Position Title	Office Specialist II
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	12/01/03
Salary Range	\$19,074
Funding Source	Federal grant and local funds
Area/Department of Assignment	Distance Learning/TRIO training
Duties and Responsibilities	Provide office support or secretarial functions requiring in-depth knowledge of Distance Learning and TRIO programs; perform related work.
Justification for the Position	Increased enrollments in Distance Learning and TRIO programs.

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